



TOWN OF WENHAM  
POSITION DESCRIPTION  
FLSA: EXEMPT  
02.25.14

POSITION TITLE: Accountant  
REPORTS TO: Finance Director  
STATUS: FULL TIME (40.0 hrs. /wk.)

**GENERAL SUMMARY:**

Under general direction of the Town Administrator, plans, organizes, and makes recommendations to the Finance Director and Town Administrator on matters related to the proper administration of the finances of the Town. Responsibilities include providing finance related assistance to all Town Board and Committees and accounting of all receipts and expenditures for the Town, creating all State reports, and the timely production of finance statements in accordance with Massachusetts general laws Chapter 41 and applicable Town by-laws.

**SUPERVISION:**

Works under the administrative direction of the Town Administrator in accordance with Massachusetts General Laws Chapter 41, Section 55 thru 61 according to the U.M.A.S. method of accounting and local bylaws. Functions independently, referring specific problems to State Department of Revenue and audit compliance where clarification or interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives, and budgets. The employee is expected to resolve all conflicts that arise, and coordinate with others when necessary, in a positive and proactive manner.

Performs highly responsible functions of a complex, technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; assumes direct accountability for departmental results. The work consists of employing many different concepts, theories, principles, techniques, and practices relating to the accounting field.

**\* ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Develops and implements the town's accounting system and procedures; provides timely and accurate financial information, and ensures the accuracy and the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by Massachusetts General Laws.

Develops and prepares monthly reports to track all financial activity within the town's many funds, to include special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds.

In conjunction with the Finance Director and Town Administrator, responsible for the development, recommendation and implementation of strategic goals, policies, and procedures that evaluate and minimize financial risks to the Town.

Reviews all revenues, calculates, and assigns prorated indirect charges to Joint Programs, Revolving Accounts and Enterprise Funds.

Develops and prepares monthly reports to track all financial activity within the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, and taxes in litigation, tax foreclosures, and other town accounts; ensures that funds are reconciled on a monthly basis with both the department responsible and with applicable external organizations.

Maintains files of all original contracts entered into by the Town.

Develops and prepares year-end financial reports to include balance sheet and revenue expense statements for the audit process and for the State Department of Revenue for certification of free cash; prepares and submits annually to the Department of Revenue, Schedule A, detailing all town financial activity for the fiscal year.

Serves as a resource of financial information to the Board of Selectmen, other elected officials, town departments, committees, and boards as required.

Maintains original town and school service contracts for service; employment contracts, grants with the State and Federal government as well as private entities doing business with the town.

In conjunction with the Finance Director and Town Administrator, develops the operating and capital budget document and facilitates its review and approval with the Finance & Advisory Committee and the Board of Selectmen. Assists all town departments in budget development.

Serves as the town liaison with the independent auditors of the Town and the Town Appropriation Committee.

Responsible for preparing required audit schedules, financial statement adjustments, financial statement notes and review of annual audited financial statements.

Reviews and approves all town Accounts Payable and Payroll warrants.

Responsible for the management of computer software as it relates to accounting and data processing functions.

Attends all Finance and Advisory Committee meetings.

Responsible for completion and maintenance of policies and procedures manual and annual fraud risk assessment.

Ensures compliance with all applicable Federal, State and Local Laws.

## **OTHER DUTIES AND RESPONSIBILITIES:**

Performs special project assignments as required.

Develops department operating systems and procedures.

An understanding of public personnel management is preferable.

Performs other related duties as assigned.

## **RECOMMENDED MINIMUM QUALIFICATIONS:**

Bachelor's Degree in accounting or Business Administration or related field; Three (3) to five (5) years of progressively responsible experience in professional accounting and/or municipal accounting; or equivalent combination of education and experience.

## **KNOWLEDGE, ABILITY AND SKILL:**

**Knowledge:** A working understanding of Massachusetts finance statutes, rules and regulations in all aspects of accounting and financial administration. This includes, but is not limited to Massachusetts General Laws, coordination with the Massachusetts Department of Revenue and outside, independent auditors.

**Ability:** The ability to generate and analyze financial data using the Town's financial management software and spreadsheets, including the Commonwealth of Massachusetts recapitulation process. Additionally, the capability to work in the State's Gateway system and to enter appropriate financial data needed.

**Skill:** The talents necessary to work as a key financial Team Member on the Town's Finance Team. The abilities to coordinate accounting functions, budgetary planning and management of the Town's resources. Coordination of special projects with Town Department's at the direction of the Town Finance Director and/or Town Administrator. Works intimately and cooperatively with all Departments.

## **PHYSICAL AND MENTAL REQUIREMENTS:**

Normal office environment not subject to extremes in temperature, noise, etc.

Frequent interruptions to assist internal and external customers on the telephone or in person.

May spend extended periods of time at the computer terminal, at desk or on the telephone and operating other office equipment requiring eye hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents and records.

***\*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***